



shelter bay community, inc.

1000 Shoshone Drive • La Conner, WA 98257 • 360-466-3805

For Office Use Only	
Applicant is a member in good standing	
_____	_____
Initials	Date

**APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT
for Private Dock Construction**

Lot No:	Street:	Date:
Member/Applicant:	Mailing Address:	Telephone Numbers: E-Mail:
Contractor:	Mailing Address:	Telephone Numbers: E-Mail:

Project Description: _____

Member(s) and Contractor state that they have reviewed the requirements of the Construction Guidelines and have prepared this Permit Application in accordance with the Submittal Requirements. The project must be completed within one year from the date of this permit approval.

If ownership of the dock is shared by adjacent lots, both members must sign this application. If the members are unable to reach mutual agreement on proposed dock repairs, the procedure for resolution of such issues is set forth as follows:

Tract D Lots – Protective Covenants, Division 5, Article IV, Section 24

Tract L Lots – Agreement for Dock Easement, Article II, Paragraph 3

Completion/Damage Deposit is attached in the amount of \$_____. (See the Board approved Fee Schedule for rates.)

The Member is ultimately responsible for the performance of work by his/her contractor, in accordance with the Shelter Bay Construction Guidelines. Member hereby understands and agrees that any fines for non-compliance with the Construction Guidelines, subsequent costs to bring the project into compliance, and any costs to repair damages to existing Shelter Bay improvements (except those noted prior to construction), caused by the Contractor or his subcontractors during the performance of this project, shall be borne by the Member and paid to Shelter Bay prior to final approval of the project by the Building Committee.

Signed _____, Member Date _____

Signed _____, Member Date _____

Upon review by the Building Committee this Permit Application and one (1) set of drawings will be forwarded to the Harbor Committee for review/action. Any stipulations and/or conditions set by the Harbor Committee during its review and subsequent action on the permit shall be stated below.

Signature of the Harbor Committee indicates permit approval, subject to any conditions as provided below:

HARBOR COMMITTEE APPROVAL:

Project Approval is subject to the following conditions: _____

Approved by Harbor Committee: _____ (Chair) Date _____

BUILDING COMMITTEE CHECKLIST FOR APPROVAL

1. Dock repairs, replacement or modifications?

Tribal Environmental and other Permits have been provided. If NO, state why. _____

Yes No

Tribal letter of exemption, or equivalent, has been provided. If NO, state why. _____

Yes No

2. New docks, extensions, or changes to existing docks.

Copy of all Tribal Permits and approvals by all other affected Agencies are enclosed?

Yes No

3. Construction drawings and specifications have been reviewed by the Building Committee for completeness and for compliance with all other Shelter Bay requirements. The Committee may require that the proposed construction plan be stamped by a licensed professional engineer in the State of Washington.

Are project construction plans adequate?

Yes No

Is proposed construction within the existing dock easement?

Yes No

4. If new dock or dock extension extends beyond the existing dock easement limits, has the member's

Surveyor submitted the legal description and drawing for use in preparing an Amended Dock Easement?

Yes No

5. Has the Amended Dock Easement been signed by all parties?

The signed Amended Dock Easement shall be held by the Community Manager until immediately after FINAL approval by the Building Committee, at which time Shelter Bay Company shall have the document recorded at the Skagit County Document Recording Office.

Yes No

6. Member/Contractor has been advised to notify the Office at least 24 hours before any new dock will be positioned in order for the Building Committee to take measurements and confirm that any clearances

and/or other conditions as stipulated by the Harbor Committee are met in the field?

Yes No

IF ALL OF THE ABOVE CONDITIONS HAVE BEEN MET, this permit becomes valid upon the signature of four (4) members of the Building Committee.

PERMIT APPLICATION APPROVAL

Date: _____

FINAL PROJECT APPROVAL

1. Have all conditions and clearances stipulated by the Harbor Committee been met and field verified?

Yes No

2. Does the work as constructed comply with the project drawings and specifications?

Yes No

FINAL PROJECT APPROVAL is provided upon the signature of four (4) members of the Building Committee.

Date: _____

The Building Committee meets the 1st and 3rd Tuesday of every month at 9:00 a.m. in the Clubhouse. Applications must be in by 12:00 Noon on the Wednesday before the week of the meeting in order to be placed on the Agenda.